PLANNING COMMISSION MEETING

Tuesday, July 22, 2025 at 5:30 PM
Council Chambers, City Hall at 540 West Hills Circle
Roll Call: Meier, Springer-Gasner, Rooks, Eickhoff, Wilson, Peake, Effertz

1. **Planning Commission Agenda**
   1.a. Planning Commission Agenda - July 22, 2025
2. **Roll Call: Springer-Gasner, Rooks, Eickhoff, Wilson, Peake, Effertz, Joachim**
3. **Approval of Last Meeting Minutes**
   3.a. Planning Commission Minutes - July 8, 2025
4. **Public Hearings**
   4.a. CUP-21 by Brent Kaslow of Capital General Contracting, Chris Behne of Prime Garage Door & More, and B3 Contracting LLC for a conditional use permit to construct a Mini Storage Facility on the subject property located at 1980 Austin Road SE.
5. **Other Business**
   5.a. Zoning & Subdivision Ordinance Process Update
   5.b. Updates on Previous Items
6. **Next Meeting - August 12, 2025**
7. **Adjournment**

Owatonna Planning Commission Agenda

Tuesday, July 22, 2025
5:30 PM
*****Charles S. Crandall Center at West Hills*****

Roll Call: Springer-Gasner, Rooks, Eickhoff, Wilson, Peake, Effertz, Joachim

1. Approve minutes of the July 8, 2025 meeting

2. Public Hearings

   A) CUP-21 by Brent Kaslow of Capital General Contracting , Chris Behne of Prime Garage Door & More, and B3 Contracting LLC, requests for a conditional use permit to construct a Mini Storage Facility on the subject property located at 1980 Austin Road SE.

3. Downtown Parking Committee Requests

   None

4. Other Business

   A. Zoning & Subdivision Ordinance Process Update
   B. Updates on Previous Items

5. Next Meeting – August 12, 2025

6. Adjourn

OWATONNA PLANNING COMMISSION MINUTES FOR JULY 8, 2025

The Owatonna Planning Commission met in regular session at 5:30 p.m. in the Crandall Center – Chambers with Vice Chairperson Nick Peake conducting the meeting. Present at roll call were Commissioners John Eickhoff, Rachel Spring-Gasner, Mark Wilson, Nick Peake, Dave Effertz, and Jim Joachim. Commissioner Kelly Rooks was absent. Community Development Manager Greg Kruschke, Planning Specialist Emma Bransford, and Senior Administrative Technician Kristen Kopp were also present.

A motion was made by Eickhoff and seconded by Joachim to approve the minutes of regular meeting of June 24, 2025. All Commissioners voting Aye, the motion carried.

CUP-20, which is a request by Craig Britton, Widseth, on behalf of Stadheim Properties and Nate Pierson for a conditional use permit to construct Good Day Express Car Wash at 1810 Cedar Avenue South, was presented by Planning Specialist Emma Bransford. (Refer to report on file.) Public hearing opened at 5:34 pm. No comments were made regarding this request. Public hearing closed at 5:35 pm. Joachim asked if there are any free-standing signs. Bransford said that there is one proposed sign on the east side. The public hearing was reopened at 5:36 pm. Anna Lee, who owns the property to the south of the subject property, said this is a great thing, but she wants to understand the impact to the strip mall with the 18th Street SW entrance blocked. Ms. Lee noted that the car wash, set back only 30 feet compared to the strip mall's 150 feet, would block the strip mall's north access to 18th Street SW. She raised concerns about how this would affect access and signage visibility. Bransford said that the City can only require the setbacks in the ordinance to be met, which is 30 feet from the property line. She said that the sign would need to meet the City sign code. Kruschke said that the City can only require what is in our ordinance; we can't require more than that—that is illegal for us to do. Our purview is only our ordinance. Ms. Lee said that the next lot could also potentially have a 30 foot setback. Kruschke said that would be reviewed at the time a building permit is applied for. He said any joint signage would be between property owners. He said that her property still has the same requirements that it has today. Ms. Lee asked about the existing party wall. Bransford said that would be an existing nonconformity and subject to any private party wall agreements. Kruschke added that it would be grandfathered in until changes are made—at that point it would need to come into compliance. Ms. Lee said the car wash would limit access and visibility to the strip mall and hoped there could be a better solution to support the small businesses there. Reopened public hearing closed at 5:46 pm. Eickhoff said Ms. Lee has a valid point. He asked if there was a shared easement that would have to be maintained. Bransford said that the city has no record of an easement. Eickhoff asked if the separate businesses would need to get their own access. Kruschke said that Cedar Avenue is a county road and the County controls the accesses. They have said there will be no other accesses outside of a midpoint access and the existing full access south of Godfathers. As part of the trail project on 18th Street SW, the second access was closed, which was unrelated to this project. He said that the access was closed last week. Ms. Lee asked how this could work better, without a complete block from 18th Street SW. Bransford said that the City Engineer is requiring only one access that lines up with the access to Hy-Vee. Eickhoff said that makes sense to him and has nothing to do with the property—that is something the City decided previously. Joachim said there are currently two driveways off South Cedar and asked if one will be closed at some point in the future. Kruschke said that the County has stated they will allow one in the middle and the other at a time of redevelopment. Joachim asked about the party wall. Darrin Stadheim said that is correct—they will be shoring up and securing what will be the north wall for the existing property at no expense to the property owner. Eickhoff asked about the parking spaces. Bransford said that the code requires 10 spaces, but they have proposed 13 stalls. The spaces also have vacuums for customers as well. A motion was made by Joachim and seconded by Springer-Gasner to recommend City Council approval of CUP-20, a request

to construct Good Day Express Car Wash on the subject property located at 1810 Cedar Avenue South with the following conditions:

1) Photometrics plan to be submitted and approved prior to the issuance of a building permit.
2) A demolition permit shall be obtained prior to the removal of any existing structures.
3) Compliance with all items in the City Engineer's memo dated July 1, 2025.
4) Existing water and sewer service must be used or disconnected from the main.
5) All signs shall obtain the necessary permits and comply with B-2 zoning regulations. Freestanding signs must not encroach into easements and must maintain a five-foot setback from property lines.

All Commissioners voting Aye, the motion carried.

Community Development Manager Greg Kruschke gave an update on the Zoning and Subdivision Ordinance Process. He said that he included the proposal from Bolton & Menk in the agenda packets. Council approved the contract at the July 1 meeting. He said that they will be talking about the steering committee and whether it will be the Planning Commission or something else. He said that if it is not the Planning Commission, there would be at least a couple members of the Planning Commission on the steering committee. This will be the next big lift for the next year or so. There will be focus groups and online engagement.

Community Development Manager Greg Kruschke gave an update on previous items. He said that the Mineral Springs Estates Plat is hopefully scheduled to go to the July 15 City Council meeting.

Community Development Manager Greg Kruschke welcomed new member Jim Joachim, who will be taking the Ward 5 Planning Commission seat.

The next meeting is July 22 and there will be a conditional use request for mini storage on Austin Road.

A motion was made by Eickhoff and seconded by Effertz to adjourn the meeting at 5:57 p.m. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

_____

Greg Kruschke
Community Development Manager

July 16, 2025

To: Planning Commission
From: Emma Bransford, Planning Specialist
RE: CUP-21 by Brent Kaslow of Capital General Contracting, Chris Behne of Prime Garage Door & More, and B3 Contracting LLC, requests for a conditional use permit to construct a Mini Storage Facility on the subject property.

Application Review

Applicant/Owner:	Brent Kaslow of Capital General Contracting, Chris Behne of Prime Garage Door & More, and B3 Contracting LLC
Location of Property:	1980 Austin Rd SE
Zoning Map:	B-2, Community Business District
Zoning Ordinance:	Section 157.020 states that Mini Storage Facilities are a Conditional Use Permit.
Report Attachments:	Location Map Site Plan Building Plans Floor Plan Landscaping Plan Owner Intent Letter City Engineer's Memo

Proposed Development

- CUP-21 by Brent Kaslow of Capital General Contracting, Chris Behne of Prime Garage Door & More, and B3 Contracting LLC, requests for a conditional use permit to construct a Mini Storage Facility on the subject property. The mini storage use requires a Conditional Use Permit under the B-2, Community Business District zoning regulations.
- The subject property is approximately 0.95 acres and is currently undeveloped.
- The site includes a shared access easement with the neighboring property to the south. Access and parking will be shared between the two properties.
- The building is intended to accommodate multiple future tenants. Each tenant space will be under 5,000 square feet, allowing for a variety of potential layouts.
- Interior walls will be added as tenant spaces are identified. These are not shown on the current floor plan.

- The building will have multiple garage doors lining the north and south portion of the building, as well as individual service doors next to each garage door. The exterior walls will be made of metal panels.
- Storage of Commercial Motor Vehicles will be allowed, provided all applicable building code standards are met.
- A dry stormwater basin will be located on the west side of the property for stormwater management.
- Landscaping will be required to meet commercial landscaping standards. The applicant is proposing 5 trees will be planted along Austin Road.
- The installation of water and sewer connections is still being considered by the applicant and could be included in final project plans.
- Signage is still being considered by the applicant and could be included in the final project plans. All proposed signage will be subject to requirements in the B-2 zoning district.

FINDINGS OF FACT

1. The property is zoned B-2, Community Business District.
2. Notice was provided to all property owners within 350 feet of the subject property and published in the Owatonna Peoples Press.
3. A public hearing was held at the Planning Commission on July 22, 2025.
4. The request is not detrimental to or will endanger the public health, safety, morals, comfort, or general welfare of the public.
5. The request is compatible with the surrounding area.
6. The proposed use will not result in increased traffic.
7. The request will not require public services out of the ordinary.

Public Comment

At the time of this report, staff has not received any public comments.

Staff Recommendation

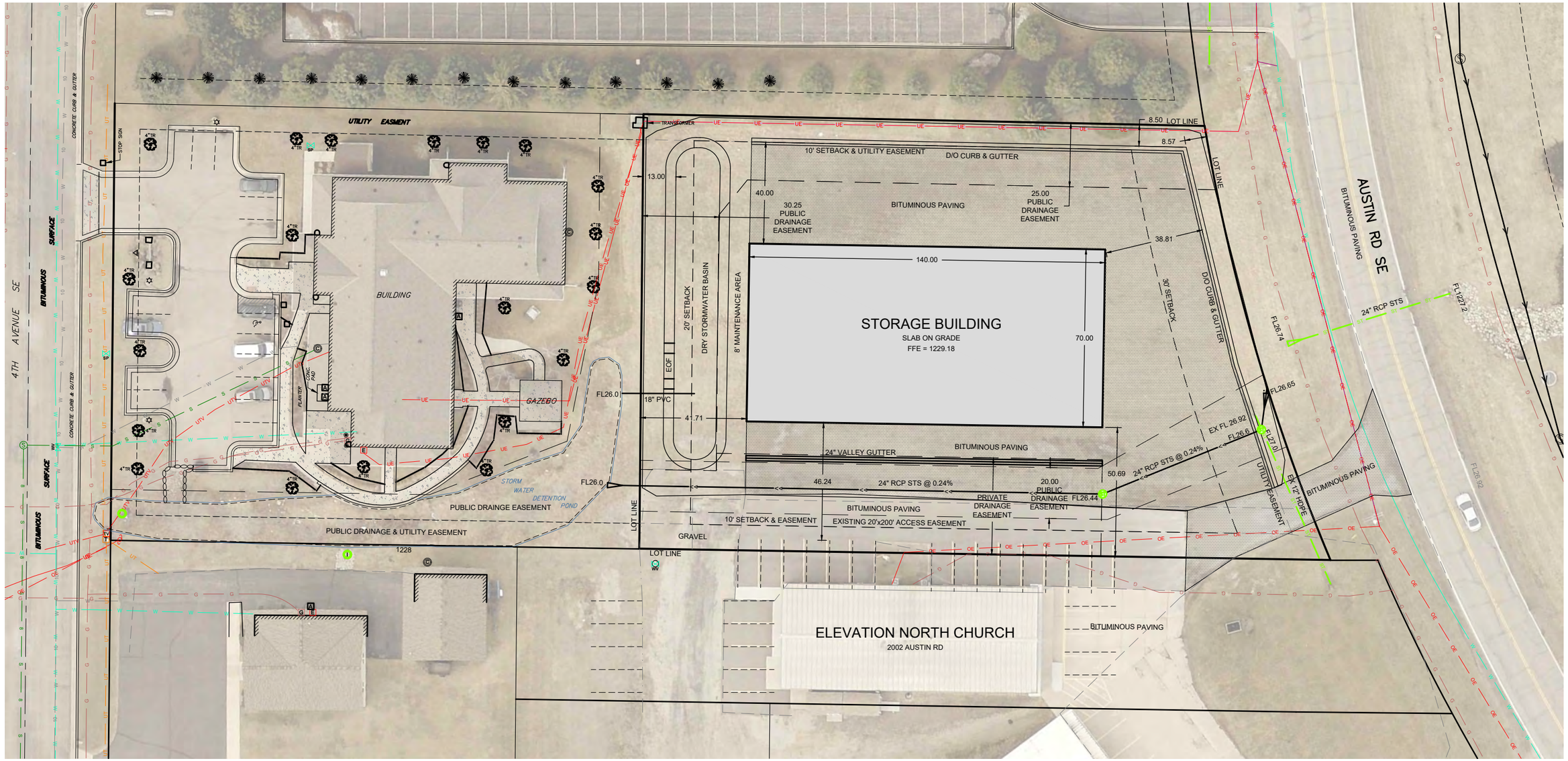
Staff recommends approval of CUP-21, a request to construct mini storage on the subject property located at 1980 Austin Rd SE on the following conditions:

1. Photometrics plans to be submitted and approved prior to the issuance of a building permit
2. Individual storage units shall be under 5,000 square feet in floor area.
3. The sole permitted use of all units shall be storage. No commercial business operations shall be permitted.

4. All signs shall obtain the necessary permits and comply with B-2 zoning standards.
5. All items in the City Engineer’s Memo dated July 11, 2025, must be adhered to.

N

CUP-21 Mini Storage
1980 Austin Rd SE



PARKING CALCULATIONS
SHARED PARKING AGREEMENT WITH ELEVATION NORTH CHURCH

ZONE: B-2

STORAGE BUILDING: 8 STALLS REQUIRED

ELEVATION NORTH CHURCH: 1 STALL REQUIRED PER 4 SEATS IN MAIN HALL
90 SEATS IN MAIN HALL - 90 / 4 = 23 STALLS WITH 1 ADA

STALLS DESIGNED: 25 WITH 1 ADA

20 0 20
HORIZ. SCALE FEET
DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

REV.	BY	DATE	REVISION DESCRIPTION
-	-	-	-

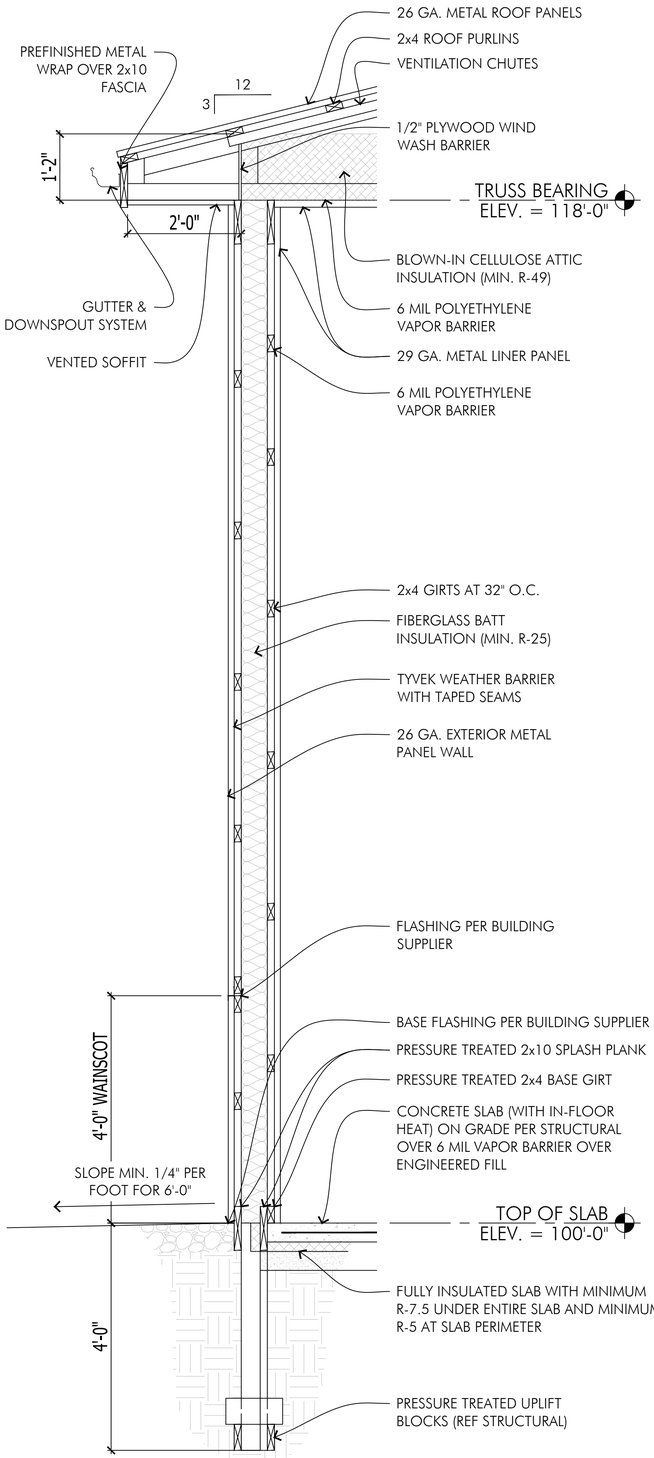
JONES HAUGH SMITH
Engineers + Surveyors
415 West North Street Owatonna, MN 507-451-4598

DESIGNED: JHS5
DRAWN: JHS5
CHECKED: BJJ
Date: 6/25/25
DWG: 25-1086SP

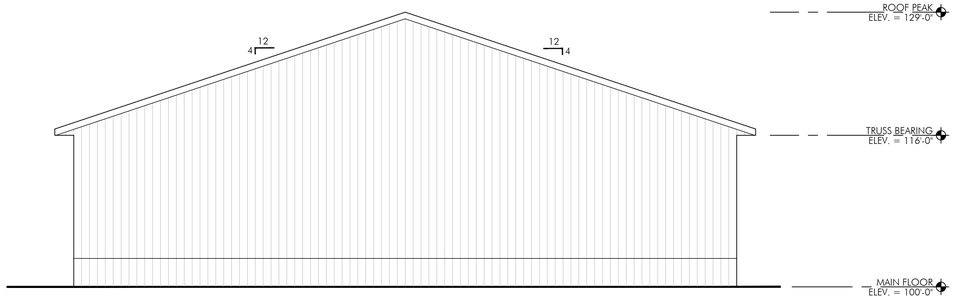
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
John H. Schulte V
License No. 44639 Date: 6/25/25

STORAGE BUILDING
B3 CONTRACTING
LOT 9 BLOCK 1 VON WALD ADDITION
CUP MAP

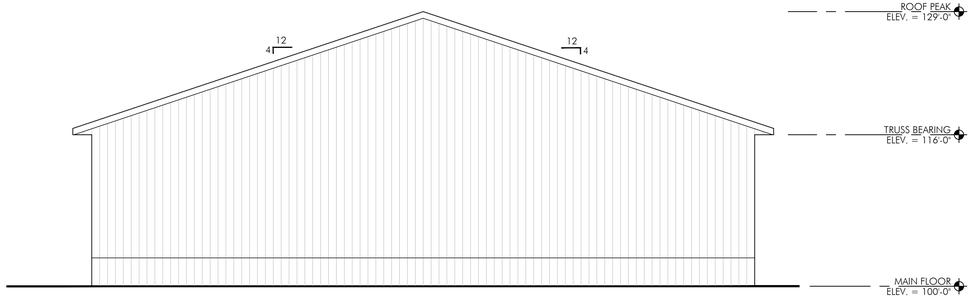
SHEET 1 OF 1



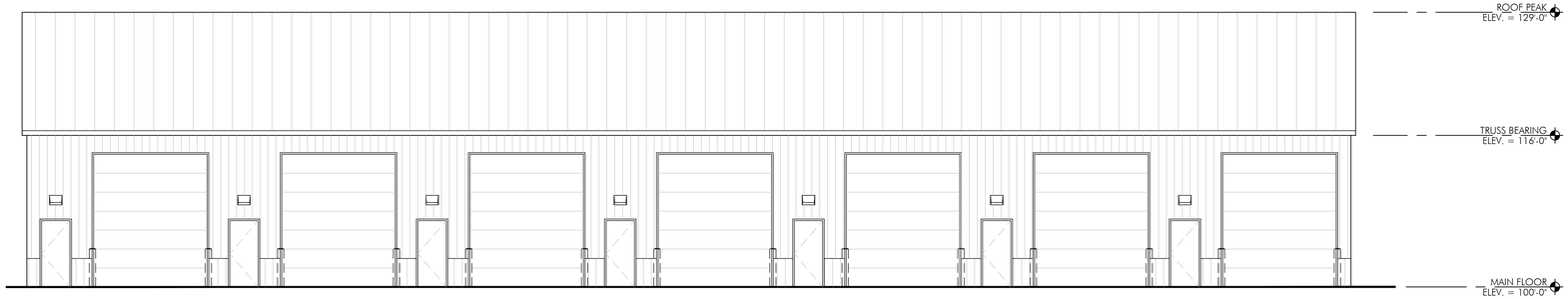
05 TYPICAL WALL SECTION
SCALE: 1/2" = 1'-0"



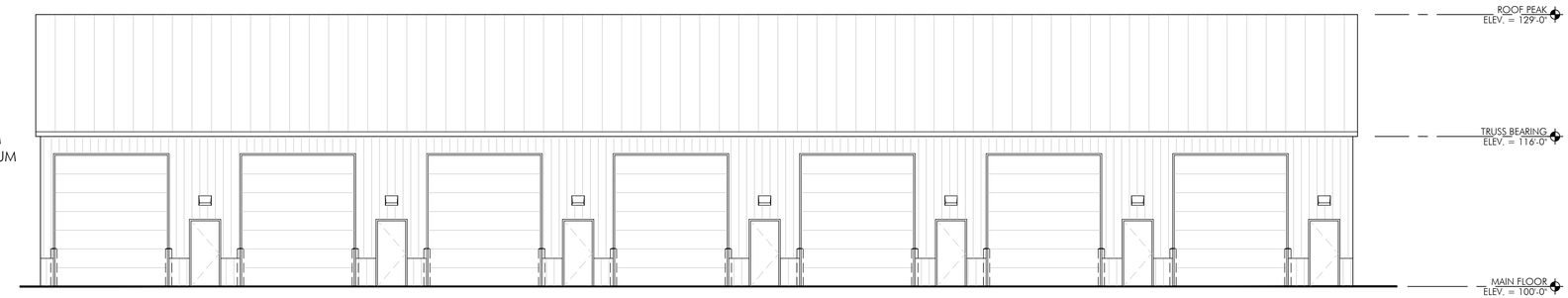
04 EAST ELEVATION
SCALE: 1/8" = 1'-0"



03 WEST ELEVATION
SCALE: 1/8" = 1'-0"



02 NORTH ELEVATION
SCALE: 1/8" = 1'-0"



01 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

Collin Tinsley Architecture LLC

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE

COLLIN TINSLEY
PRINTED NAME

51076
NUMBER DATE

PRELIMINARY
NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

STORAGE BUILDING
BLOCK 1 LOT 9 VON WALD ADDITION
OWATONNA, MN 55060

SHEET TITLE

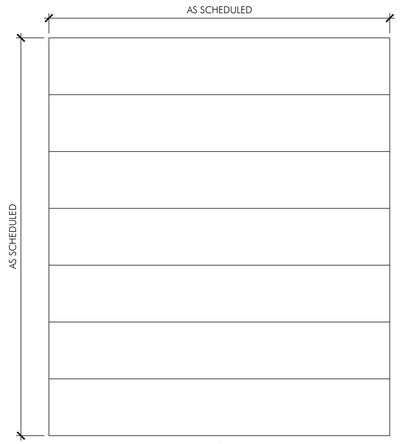
EXTERIOR ELEVATIONS & WALL SECTION

SHEET NUMBER

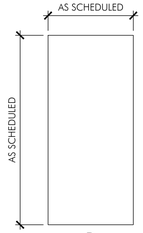
A3

PRELIMINARY SET

Printed: 7/1/2025 9:02 PM

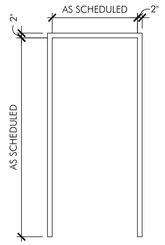


A
EXTERIOR
INSULATED HOLLOW METAL
FACTORY PAINTED



B
INTERIOR \ EXTERIOR
HOLLOW METAL
PAINTED
INSULATED (EXTERIOR)

DOOR TYPES
SCALE: 3/8" = 1'-0"



1
EXTERIOR
HOLLOW METAL
PAINTED

FRAME TYPES
SCALE: 3/8" = 1'-0"

DOOR HARDWARE

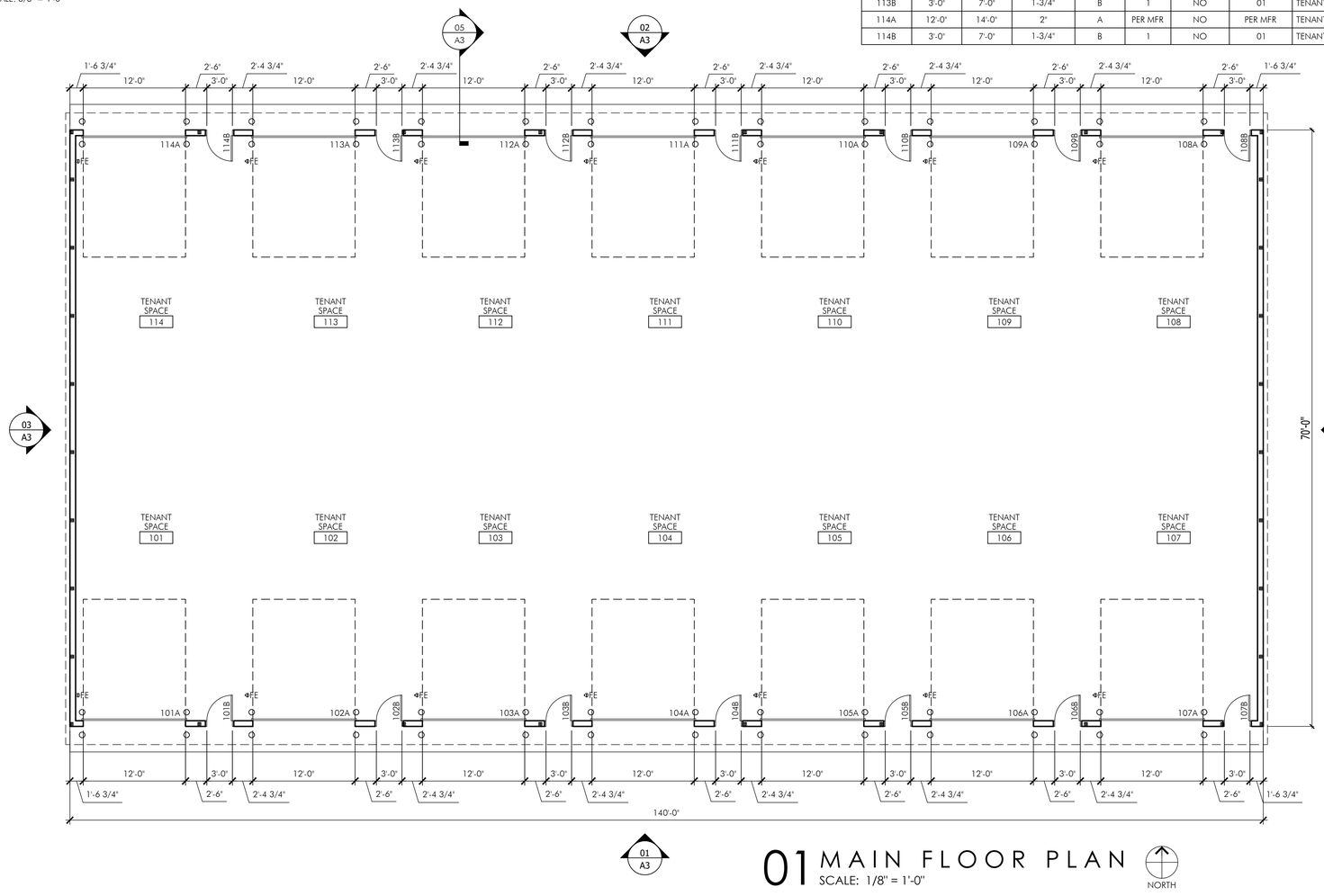
01 DOOR SHALL HAVE:
- ENTRY LOCKSET WITH LEVER HANDLE
- 3 SETS HINGES
- CLOSER
- WEATHERSTRIPPING
- THRESHOLD
- RAIN DRIP

GENERAL DOOR & HARDWARE NOTES

1. PROVIDE TEMPERED OR SAFETY GLAZING WHEN REQUIRED BY CODE OR AUTHORITY HAVING JURISDICTION
2. INSTALL DOORS AND FRAMES FOLLOWING DOOR INDUSTRY STANDARDS AND BUILDING STANDARDS. COORDINATE WITH OWNER AS REQUIRED.
3. VERIFY DOOR AND FRAME FINISHES WITH OWNER.
4. VERIFY HARDWARE STYLE, TYPE, AND FINISH WITH OWNER UNLESS NOTED OTHERWISE.
5. CLOSER ADJUSTMENTS SHALL MEET MINNESOTA ACCESSIBILITY REQUIREMENTS. CLOSER SHALL BE ADJUSTED TO CLOSE FROM AN OPEN POSITION OF 70 DEGREES TO A POINT 3 INCHES FROM THE LATCH IN A MAXIMUM OF 3 SECONDS. MAXIMUM FORCE REQUIRED TO OPERATE THE DOOR SHALL NOT EXCEED 5 POUNDS OF FORCE.
6. COORDINATE KEYING OF LOCK SETS WITH OWNER.
7. ALL DOORS SHALL HAVE SILENCERS. PROVIDE SEALS IN LIEU OF SILENCERS AT FIRE RATED AND/OR SOUND RATED CONDITIONS.

DOOR SCHEDULE

DOOR NO.	OPENING SIZE		THICKNESS	DOOR TYPE	FRAME TYPE	FIRE RATING	HARDWARE SET	NOTES
	WIDTH	HEIGHT						
101A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 101 OVHD
101B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 101
102A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 102 OVHD
102B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 102
103A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 103 OVHD
103B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 103
104A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 104 OVHD
104B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 104
105A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 105 OVHD
105B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 105
106A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 106A
106B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 106
107A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 107 OVHD
107B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 107
108A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 108 OVHD
108B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 108
109A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 109 OVHD
109B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 109
110A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 110 OVHD
110B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TEANANT 110
111A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 111 OVHD
111B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 111
112A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 112 OVHD
112B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 112
113A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 113 OVHD
113B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 113
114A	12'-0"	14'-0"	2"	A	PER MFR	NO	PER MFR	TENANT 114 OVHD
114B	3'-0"	7'-0"	1-3/4"	B	1	NO	01	TENANT 114



01 MAIN FLOOR PLAN
SCALE: 1/8" = 1'-0"

NORTH

Collin Tinsley Architecture LLC

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE

COLLIN TINSLEY
PRINTED NAME

51076
NUMBER DATE

PRELIMINARY
NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

STORAGE BUILDING
BLOCK 1 LOT 9 VON WALD ADDITION
OWATONNA, MN 55060

SHEET TITLE

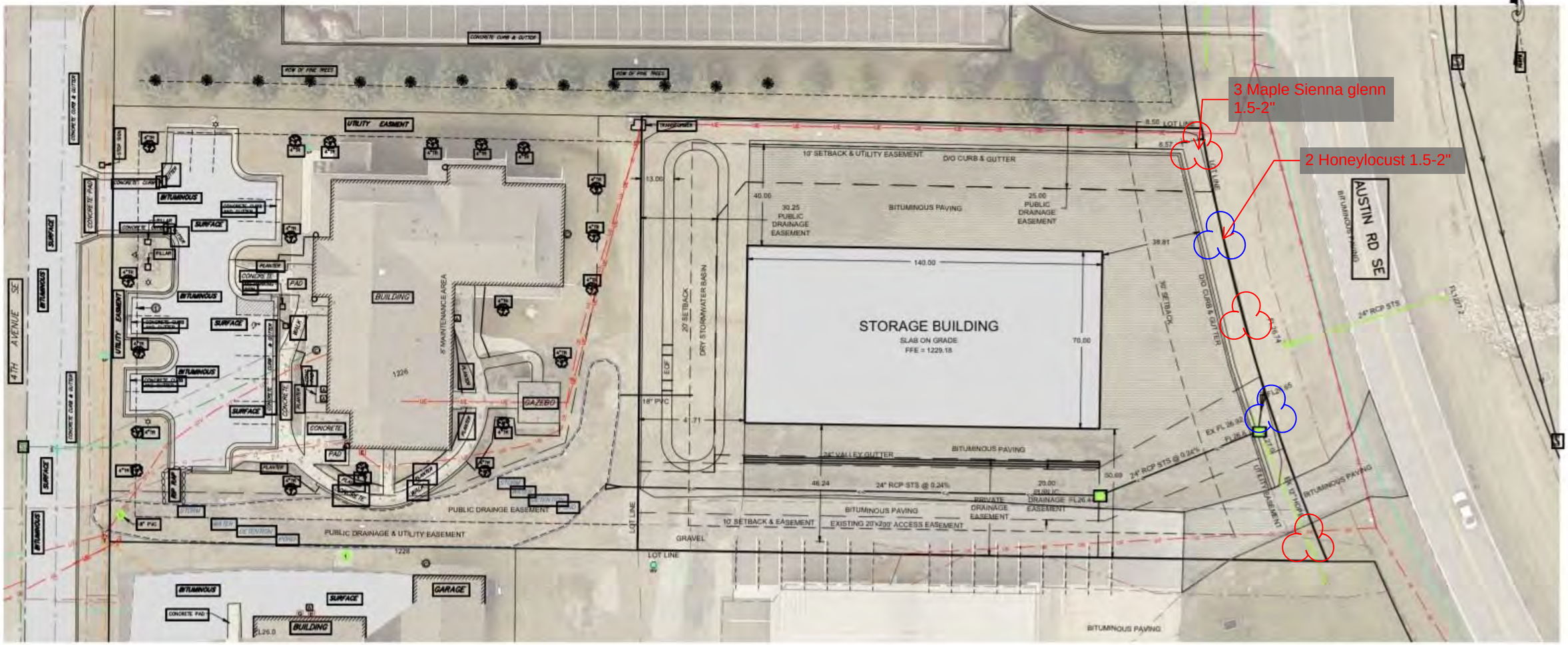
FLOOR PLAN & DOOR INFORMATION

SHEET NUMBER

A2

PRELIMINARY SET

Printed: 7/1/2025 9:02 PM



20' 5 1/2"

20 0 20
HORIZ. SCALE FEET

DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

REV.	BY	DATE	REVISION DESCRIPTION

JONES FAUGHT SMITH
415 West North Street Owatonna, MN 507-451-4588

DESIGNED: JMSS
DRAWN: JMSS
CHECKED: RMJ
Date: 6/25/25
DWG: 25-7086.SP

John H. Schulte V
License No. 44639 Date: 6/25/25

STORAGE BUILDING
B3 CONTRACTING
LOT 9 BLOCK 1 VON WALD ADDITION
CUP MAP

SHEET 1 OF 1

CAPITAL GC
THE BUSINESS BUILDERS
Phone: 507-218-0505
Email: sales@capital-gc.com
Address: 2660 Superior Drive NW #103
Rochester, MN 55901

City of Owatonna
540 West Hills Circle
Owatonna, MN 55060

Subject: Conditional Use Permit- 1980 Austin Road SE

To Whom it May Concern,

The intention for the property located at 1980 Austin Road SE is a mini storage facility. This property is Zoned B-2. Mini-storage is a conditional use for this zoning classfication.

Future demising walls will be constructed, but due to not having any tenants at this time, these walls are not shown on the floor plan. The expectation is that there will be multiple tenants or building occupiers. Plumbing utilities, including fresh water and sanitary sewer to the building, have not been fully decided at this time and may be included in the project.

Should you have any questions related to this project, feel free to reach-out to me directly.

Brent Kaslow
EVP/Owner
Capital General Contacting

CITY OF OWATONNA

Engineering Department

Date: 2025-07-11
Project: Mini Storage Building
Address: 1980 Austin Rd. SE
Conditional Use Permit: CUP-21
Applicant: Brent Kaslow (Capital General Contracting)

Staff Review Comments:

1. All construction activity shall be consistent with the most current Stormwater Management Code 52.00, design standards, and guidance documents, at the time of permitting.
2. All development and redevelopment standards (reconstruction) related to post construction stormwater management shall be reviewed and approved as part of plat approval and prior to any issuance of a Grading Permit, Building Permit, Certificate of Occupancy, and/or permit termination as applicable.
3. City Grading Permit coverage is required.
4. This property drains to an area with historic flood issues.
5. A detailed Stormwater Management Report including existing and proposed drainage maps, calculations, and supporting documentation.
6. The Stormwater Management Report shall describe:
    a. Downstream impacts to discharge rates/volumes, ponding HWL's, and low openings of nearby structures.
    b. Downstream impacts to water quality.
    c. Impacts to the capacity of the adjacent stormwater basin.
    d. Ability for the site's stormwater infrastructure to convey a 10-yr 24-hr storm event.
    e. Ability for the site to safely route the 100-yr 24-hr storm event.
    f. Changes to the emergency overflow and emergency overland elevations as well as the projects impact to adjacent properties' low openings.
7. All typical grading permit termination requirements shall be met including:
    a. Submission of SWPPP Self-inspection records and project completion photographs.
    b. Final topographic survey, As-built, and updated Record Drawing will be required.
        i. As-built shall be submitted as .pdf and GIS compatible format (CAD or shapefile is acceptable).
    c. Engineer's Certificate of Stormwater Compliance.
8. All permanent stormwater facilities will require a Stormwater Facility Maintenance Agreement with the City. This agreement shall be recorded with Steele County Recorder's Office.

9. All permanent stormwater facilities require a Long-term Operations and Maintenance Plan that includes an inspection schedule and description of the funding mechanism.
10. Proposed site plan depicts a connection to an adjacent privately owned stormwater basin.
    a. A written agreement between the private parties shall be provided prior to grading permit approvals.
    b. The adjacent stormwater basin shall be maintained and in functional condition prior to connection and/or conveyance from this site.
    c. Adjacent property owner will be required to sign Stormwater Facility Maintenance Agreement and provide a copy of their Operation and Maintenance Plan.

Should you have any questions, please call 507.444.4350.

Thank You

Sean Murphy
Director of Public Works and City Engineer